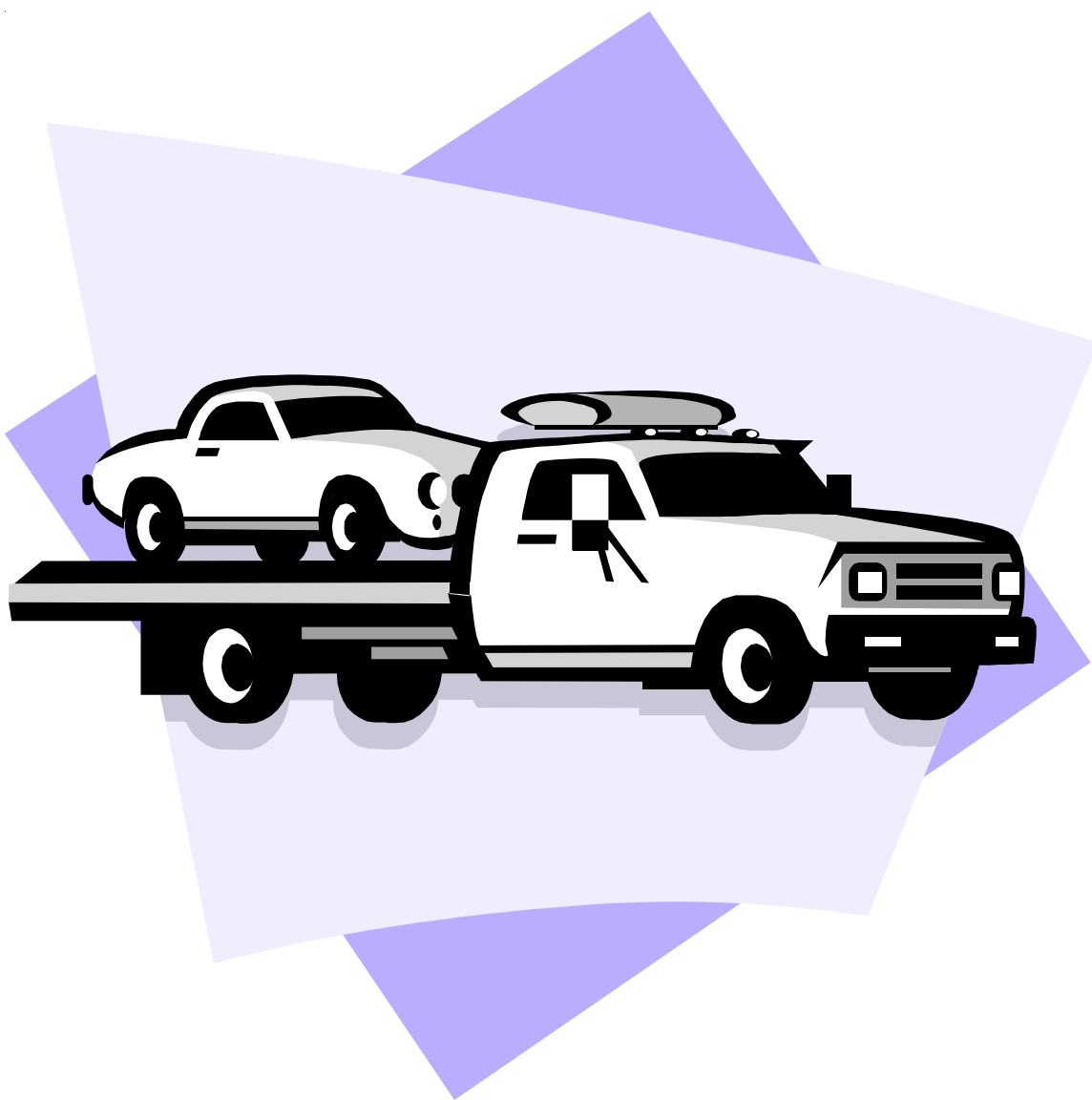


# **Hulk Haulers/Scrap Processors Manual**



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## IMPORTANT

THROUGHOUT THIS MANUAL, “HOTLINKS” TO OTHER WEB LOCATIONS ARE IN **RED**.

TO ACCESS THE DESIRED INFORMATION JUST “CLICK” IN THE **RED** AREA OF THE TEXT.

EXAMPLE: **WAC 308-63-020**

**SECTION 1**  
**REFERENCES**

## REFERENCE LIST

Washington Auto Dismantlers Association  
1233 South Director Street  
Seattle, WA 98108  
(206) 767-3149  
(206) 767-3291 Fax

Lois Sadler, Executive Director

Coordinator of Law Enforcement Inspections for the Washington State Patrol:

Washington State Patrol  
Equipment/Standards Review Section  
PO Box 42605  
Olympia, WA 98504-2635  
(360) 421-8932

**Dealer & Manufacturer Services**  
**PO Box 9039**  
**Olympia, WA 98507-9039**  
**(360) 664-6455**

The headquarters office is located in Olympia, with regional offices located throughout the state. We recommend that you contact the nearest office for assistance.

**FIELD OFFICE ADDRESS/PHONE/COUNTY ASSIGNED**

**UNION GAP**

2727 Rudkin Rd.  
Union Gap WA 98903  
(509) 575-2777  
FAX (509) 454-7283

**COUNTIES**

Grant (Part)  
Kittitas  
Klickitat  
Yakima

**EVERETT**

5313 Evergreen Way  
Everett WA 98203  
(425) 290-3255  
FAX (360) 570-4964

**COUNTIES**

Snohomish

**KENNEWICK**

3311 W Clearwater  
Suite 111  
Kennewick WA 99336  
(509) 734-7138  
FAX (509) 734-7137

**COUNTIES/CITIES**

Adams  
Asotin  
Benton  
Columbia  
Franklin  
Garfield  
Grant (Part)  
Walla Walla  
City of Othello  
City of Warden

**OLYMPIA**

SW Region  
PO Box 9039  
Olympia WA 98507-9039  
(360) 664-6475  
FAX (360) 586-0479

**COUNTIES/CITIES**

Clallam  
Clark  
Cowlitz  
Grays Harbor  
Jefferson  
Kitsap  
Lewis  
Mason  
Pacific  
Pierce  
Skamania  
Thurston  
Wahkiakum

**SPOKANE**

Eastern Region  
6517 N Lidgerwood  
Spokane WA 99208  
(509) 482-3886  
FAX (509) 482-3880

**COUNTIES/CITIES**

Pend Oreille  
Spokane  
Stevens  
Whitman  
City of Ritzville

**MOUNT VERNON**

1920 S 3rd St  
Mt. Vernon WA 98273-4916  
(360) 416-7021  
FAX (360) 428-1339

**COUNTIES**

Island  
San Juan  
Skagit  
Whatcom

**SEATTLE**

NW Region  
320 N 85th  
Seattle WA 98103  
(206) 706-4255  
FAX (206) 706-4267

**COUNTIES**

King

**COULEE DAM**

300 Lincoln, Suite 2  
Coulee Dam WA 99116  
(509) 633-7031  
FAX (509) 633-0842

**COUNTIES/CITIES**

Chelan  
Douglas  
Ferry  
Grant (North I-90)  
Lincoln  
Okanogan  
City of Ephrata  
City of Moses Lake  
City of Soap Lake

**SECTION 2**

**GLOSSARY OF TERMS**

**Application for License - Reference **RCW 46.79.030** and **WAC 308-65-040** and  
**WAC 308-65-090****

- 1) An application form provided by the department must be filled out when seeking a hulk hauler or scrap processor license.
- 2) The name and address of the person, firm, partnership, association, or corporation under whose name the business is to be conducted must be identified.
- 3) The name and residence address of any person or group which has an interest in the business are required to be so identified on the application.
- 4) An on-site inspection is required by the appropriate governmental authority before the license can be approved. Certification can be made by a member of the Washington State Patrol, the Chief of Police of any city or town having a population of over 5000 persons.
- 5) A hulk hauler must provide a statement on whether or not the applicant has ever previously had a license as a hulk hauler denied, suspended, or revoked. An explanation must be provided, discussing the grounds for the action and including the dates.
- 6) A hulk hauler must also obtain certification from a member of the Washington State Patrol that his/her vehicles are properly identified, as required in **WAC 308-65-120** (5). (See "General Procedures.")
- 7) A scrap processor's application for license must be approved by the local government planning and zoning authorities, as required by the State Environmental Act - Chapter **43.21C RCW**.

**Bill of Sale for Acquiring Vehicles and Vehicle Parts Reference **WAC 308-65-020****

Bill of Sale, in lieu of title, is acceptable if:

- 1) The vehicle is from a non-titled jurisdiction.
- 2) An insurance company or private owner has turned in the title because the vehicle has been destroyed.
- 3) The vehicle is of the type to which titles are not issued.

Bill of Sale for a vehicle must include the following information:

- 1) Name and address of the seller and purchaser.
- 2) A description of the vehicle or part being sold, including the make, model, and identification or serial number.
- 3) Date of sale.
- 4) Purchase price of the vehicle.

Bill of Sale for vehicle parts requires the following:

- 1) A description of the specific part.
- 2) Full name and address of the seller.
- 3) Date of sale.
- 4) If the part is a major component part, as defined under **RCW 46.79.010** (6), the vehicle identification number from which the part came must also be on the Bill of Sale.
- 5) A copy of each bill of sale must be maintained by the Scrap Processor on acquired parts for three years.

**Business Restructuring - Reference **WAC 308-65-150, WAC 308-65-160, WAC 308-65-170, WAC 308-65-180****

Whenever businesses which have been licensed under **RCW 46.79** make a change in their organizational structure, they must:

- 1) Notify the department within ten days following the change.
- 2) Provide a detailed, factual explanation of the new agreement with any changes in the business structure or ownership interest.
- 3) Surrender their license and special license plates to the department if they are going out of business. This must be done within ten days of the termination of the business.
- 4) File an application for a new license and pay all fees if 51 percent or more of the ownership interest in a noncorporate licensee has changed. New plates should be purchased in the name of the new owner or transferee. Plates that were purchased by the former owner should be returned to the department.
- 5) File an updated application with the department, reflecting the change of ownership, if less than 50 percent of the ownership interest in a noncorporate licensee has been transferred.

**Demolish - Reference **RCW 46.79.010** and **WAC 308-65-010****

The complete destruction of a vehicle by the use of hydraulic baler and shears, rendering the vehicle salvage into recyclable materials.

**Established Place of Business - Reference **WAC 308-65-030****

A hulk hauler's established place of business is the address at which he/she receives mail and can normally be reached.

A scrap processor's established place of business is the place where:



- 1) Vehicles may be stored lawfully.
- 2) Hydraulic balers, shears or shredders or other equipment for recycling vehicle salvage may be used lawfully.
- 3) A building exists in which the scrap processor's license is clearly displayed and where all records are available for inspection.

**Fees - Reference RCW 46.79.040 and WAC 308-65-040 and WAC 308-65-050**

Application for a hulk hauler's license, together with a fee of \$10, or application for a scrap processor's license, together with a fee of \$25, shall be forwarded to the Department of Licensing.

**General Procedures and Requirements - Scrap Processors**

**Reference RCW 46.79.080 and WAC 308-65-120**

All scrap processors must comply with the statutes, rules, and regulations relative to the demolition of vehicles and vehicle hulks, including but not limited to the following:

- 1) Change of Address: The department should be notified immediately when there is a change in the location or address of the business or the addition of any location.
- 2) Display of license certificate: The certificate of license should be in plain view, displayed openly and clearly, at each business address. During periodic inspections by law enforcement officers, the license certificate should be easily available for inspection.
- 3) Inspection of Premises: Periodic inspections of the scrap processor premises will be conducted by appropriate law enforcement and authorized representatives of the department.
- 4) Destroying of License Plates: All license plates coming into the possession of the scrap processor should be destroyed before the monthly report is sent to the department. Monthly reports are explained in WAC 308-65-140.
- 5) Identification of Licensee's Vehicle: All vehicles used by the scrap processor equipped for lifting or transporting vehicles or hulks on state highways must display, permanently affixed, the following information on both sides of the vehicle:
  - A) Licensee's name
  - B) Business' address
  - C) Current business telephone number

Each letter and numeral must be at least three inches high, with a 1/2 inch stroke for width.

## **Hulk Hauler - Reference RCW 46.79.010**

Any person who is licensed for the sole purpose of transporting or selling vehicles to a licensed motor vehicle wrecker or scrap processor. The vehicles being transported must remain in substantially the same form in which they were obtained.

## **Inspection of Premises, Vehicles, and Records - Reference RCW 46.79.090 and WAC 308-65-120 and WAC 308-65-070**

Periodic inspection of the hulk hauler's or scrap processor's premises, vehicles, and records will be made by the Chief of Police or the Washington State Patrol in cities with over 5000 people; in all other cases, inspections will be conducted by the Washington State Patrol or an authorized representative of the department. A certificate of inspection will be furnished to the director upon its completion.

The department is also authorized to inspect the out-of-state premises of any hulk hauler or scrap processor who does business in Washington. This will be done with the cooperation of the appropriate law enforcement or state agency.

## **Junk Vehicle - Reference RCW 46.55.010**

A motor vehicle meeting at least three of the following requirements:

- 1) Is three years old or older.
- 2) Is extensively damaged, including — but not limited to — a broken window or windshield, missing wheels or tires, or a missing motor or transmission.
- 3) Is apparently inoperable.
- 4) Has a fair market value equal only to the approximate value of the scrap in the vehicle.

## **Junk Vehicle Disposal - Reference RCW 46.55.230**

There are four important, steps to disposing of a junk vehicle:

- 1) If the vehicle meets the definition of a junk vehicle, a law enforcement officer in one's jurisdiction, or a person authorized by the director of the Department of Licensing, must inspect and authorize the disposal of the junk vehicle.
- 2) The Verification Form must be completed. (See the "Forms" section.)
- 3) A copy of the Verification and Notification Form must be mailed to the registered and legal owners.
- 4) If the vehicle remains unclaimed for fifteen days, or there was no owner found on the records of the department, the **signed and notarized Affidavit of Sale of Junk Vehicle** may be used as a title document to retain or sell the vehicle.

## **Major Component Parts - Reference **RCW 46.80.010(3)****

Include the following:

- 1) Engines and short blocks
- 2) Frames
- 3) Transmissions or transfer cases
- 4) Cabs
- 5) Doors
- 6) Front and rear differentials
- 7) Front and rear clips
- 8) Quarter panels or fenders
- 9) Bumpers
- 10) Truck beds or boxes
- 11) Seats or hoods
- 12) Airbags

## **Procedures for Acquiring and Selling Vehicles - Hulk Hauler**

**Reference **WAC 308-65-080****

Licensed hulk haulers can acquire vehicles or hulks only for transport and resale to a licensed wrecker or scrap processor. However, ownership documents must first be obtained in the form of:

- 1) Certificate of Title, properly endorsed, from the state issuing the title.
- 2) Certificate of Registration and notarized bill of sale from a jurisdiction issuing only a registration certificate or other approved ownership documents, as follows:
  - a) Affidavit of lost or stolen title signed by the owner on record with the department and release of interest from the owner.
  - b) Affidavit of sale of a junk vehicle from the landowner who has complied with **RCW 46.55.230**.
  - c) Affidavit of sale from a registered tow truck operator.
  - d) A court order.
  - e) An invoice or bill of sale from a licensed vehicle wrecker, listing each vehicle purchased by the wrecker's "yard number."
  - f) Bills of sale, pursuant to **WAC 308-63-020** for vehicle parts for vehicles that have had their titles returned to the state because the vehicle has been declared a total loss or vehicles of the type to which titles are not issued.

The ownership documentation must be in the possession of the hulk hauler at all times while the vehicle is being transported.

A hulk hauler cannot operate as a wrecker. A hulk hauler cannot remove parts from a vehicle except when it is necessary in order to sell it as vehicle salvage to a licensed scrap processor (e.g., the upholstery, gasoline tank, and tires) and only then, when the parts are removed on the premises of a licensed wrecker or scrap processor, where prior permission is given or at a location approved by the department.

### **Procedures for Acquiring Vehicles for Demolition - Scrap Processor**

**Reference WAC 308-65-130**

When a scrap processor acquires vehicles for demolition, he/she must furnish ownership documents. Approved ownership documents are as follows:

- 1) Certificate of title, properly endorsed, from a state issuing a title.
- 2) Certificate of Registration and notarized bill of sale from a jurisdiction issuing only a registration certificate or other approved ownership documents, as follows:
  - a) Affidavit of lost or stolen title and release of interest from the owner.
  - b) Affidavit of sale of a junk vehicle from the landowner who has complied with **RCW 46.55.230**.
  - c) Bills of sale pursuant to **WAC 308-63-020** for vehicles that have had their titles returned to the state because the vehicle has been declared a total loss or vehicles of the type to which titles are not issued.
  - d) Affidavit of sale from a registered tow truck operator.
  - e) A court order.
  - f) Invoice or bill of sale from a licensed wrecker.
  - g) Affidavit from an out-of-state salvage company, certifying that the bulk shipment acquired by the in-state scrap processor is legally his/hers and that it complies with all statutes, rules, and regulations for such material from the state or province it came from.
  - h) Vehicle parts can be acquired by a scrap processor when those parts come with an invoice or bill of sale which describes the part and identifies the seller by name and address.

## **Records To Keep - Scrap Processors - Reference WAC 308-65-140**

The scrap processor must maintain books and files on all vehicles acquired. These files will be subject to periodic review by authorized representatives of the department and appropriate law enforcement officers.

- A. Vehicles which did not come from a wrecker or out-of-state salvage company must have the following documentation on the books:
  - 1) A description of each vehicle by make, model, year, and vehicle identification number.
  - 2) The date acquired, along with the name of the person, firm, or corporation from which the vehicle was obtained.
  - 3) A description of the ownership documentation: A certificate of title or registration, or the title and registration number.
  - 4) The license plate number and name of the state in which it was last registered.
- B. For all vehicles acquired from a licensed wrecker, a copy of the wrecker's invoice or bill of sale will suffice as the record of ownership and demolition.
- C. For vehicles acquired from out-of-state salvage companies, an invoice listing the vehicles and the affidavit of compliance with the out-of-state jurisdiction is needed.
- D. For vehicle parts, an invoice or bill of sale describing the part and identifying the seller by name and address is required. That record should be made available for inspection.

## **Reports to the Department - Scrap Processors Reference WAC 308-65-140**

By the tenth of each month following acquisition of vehicles or hulks for demolition, each scrap processor has to submit a report on a form which the department prescribes, listing each vehicle in his/her possession and indicating whether or not it has been demolished. Each monthly report form should be accompanied by evidence of ownership for each vehicle, which was not obtained from a licensed wrecker or an out-of-state salvage company.

## **Rules and Regulations - Hulk Haulers - Reference RCW 46.79.040 and RCW 46.79.080 and WAC 308-65-070**

Hulk haulers must comply with all statutes, rules, and regulations which govern the handling of vehicles and vehicle hulks. This includes, but is not limited to, the following:

- 1) **Change of Address**  
The department must be notified immediately of any change of address.
- 2) **License Certificate**  
The license certificate should be prominently displayed at the address shown in the application, as well as in all vehicles operated by the hulk hauler. Additional license certificates can be given for each vehicle.
- 3) **Inspection of Transport Vehicle**  
The vehicle(s) to be used for the transporting of salvage must be inspected by the appropriate law enforcement official to ensure compliance with all highway safety requirements.
- 4) **Identification of Licensee's Vehicles**  
All vehicles used by the hulk hauler which are equipped for lifting or transporting vehicles or hulks on state highways must display, permanently affixed, the following information on both sides of the vehicle:
  - a) Licensee's name
  - b) Business address
  - c) Current business telephone number

Each letter and numeral should be made with at least a half-inch stroke for the width and shall be at least three inches high.

#### **Scrap Processor - Reference RCW 46.79.010(2) and WAC 308-65-030(2)**

A licensed establishment that maintains a hydraulic baler, shears, shredder or other equipment for recycling salvage.

#### **Special Plates - Reference RCW 46.79-060 and WAC 308-65-060 and WAC 308-65-110**

All vehicles used by hulk haulers or scrap processors on Washington state highways are required to have regular license plates and additionally, a special set of hulk hauler plates on the vehicles they use to conduct business. The special plates can be used in place of a trip permit or the current license for any vehicle being transported. The hulk hauler or scrap processor can split the plates, with one being displayed on the front of the towing vehicle and the other on the rear of the vehicle being towed. The special plates expire at the same time that the hulk hauler license expires.

#### **Special Plates/Fees - Reference RCW 46.79-060 and WAC 308-65-060 and WAC 308-65-110**

The special plates for hulk haulers/scrap processors may be obtained for a fee of \$5 for the first set and \$2 for each additional set, which includes the reflectorization fee required by RCW 46.16.237. There is a \$3 replacement plate fee.

## **Suspension or Revocation of License - Reference **RCW 46.79.070****

A hulk hauler or scrap processor can have his/her license suspended, denied, or revoked and a civil fine of up to \$500 assessed for the following reasons:

- 1) Failure to obtain the written permission of the property owner and documentation approved by the department before acquiring vehicles, junk vehicles, or their major component parts from private property.
- 2) Selling or possessing vehicles or vehicle parts which are known to be stolen or sold without the consent of the owner.
- 3) Selling or possessing a vehicle or vehicle part which has a missing or defaced manufacturer's identification number, unless approved by a law enforcement officer.
- 4) Committing forgery or making any material misrepresentation on any document relating to the acquisition, disposition, registration, titling or licensing of a vehicle, pursuant to Title 46 RCW.
- 5) Committing any dishonest act or omission in the acquisition or disposition of a vehicle or vehicle part which has forced a consumer to suffer a loss or inconvenience.
- 6) Failure to comply with any of the provisions of this regulatory chapter or other applicable law relating to registration and certificates of title of vehicles and other documents releasing any interest in a vehicle.
- 7) Failure to take all vehicle debris from an area after being authorized to remove the vehicle or vehicles, unless requested not to do so by the person who authorized the removal.
- 8) Removal of vehicle parts at an unauthorized location or sold parts from a vehicle beyond the scope authorized by this chapter.
- 9) A conviction/judged guilty within the last five years of a crime which directly relates to the business of a hulk hauler or scrap processor. "Guilty" meaning a final conviction in either a federal, state, or municipal court; an unvacated forfeiture of bail or collateral deposited to secure a defendant's appearance in court; the payment of a fine, a plea of guilty, or a finding of guilty, regardless of whether or not the imposition of sentence is deferred or the penalty is suspended.
- 10) Possessing a license which has been revoked or suspended for cause and never reissued or holding a license which was assessed a civil penalty that was not paid.

A hulk hauler or scrap processor who engages in business without holding a current license is guilty of a gross misdemeanor. (**RCW 46.79.120**)

## Transporting Junk Vehicle - Reference **RCW 46.79.020**

- 1) Before any hulk hauler or scrap processor transports a junk vehicle, the certificate of title or release of interest from the owner or an affidavit of sale from a landowner who has complied with **RCW 46.55.230** must be obtained. The scrap processor will forward the document(s) to the department, together with the monthly report, as explained in **WAC 308-65-140**.
- 2) Vehicles and vehicle salvage prepared for transportation and delivery to a scrap processor or vehicle wrecker may have the following parts removed unless the wrecker or scrap processor will accept them:
  - a) Gas tanks
  - b) Vehicle seats containing springs
  - c) Tires
  - d) Wheels
  - e) Scrap batteries
  - f) Scrap radiators

A hulk hauler may not sell second-hand motor vehicle parts to anyone other than a licensed vehicle wrecker or scrap processor, except for those parts stated here or subsequently added.

These parts must be removed only at a properly zoned location. All preparation activity, vehicles, and vehicle parts must be obscured from public view.

Only two vehicles or the parts for two vehicles can be stored at a properly zoned location.

Any vehicle parts removed must be lawfully disposed of at or through a public facility or service for waste disposal or by sale to a licensed motor vehicle wrecker.



**SECTION 3**  
**FORMS**

Here are the links to the Washington State Hulk Hauler/ Scrap Processor Forms. To access them, just “click” on the form number, in **RED** below.

The following Department of Licensing forms may be reproduced either by photocopier or by a print shop. When reproducing the forms, please photocopy them exactly as they were printed. It is misleading to the public to alter the Department forms.

FORM NUMBER	FORM NAME
<b>DLR-430-215</b>	Wrecker/Hulk Hauler/Scrap Processor Change of Name or Address
<b>TD-420-537</b>	Scrap Processor Monthly Log
<b>TD-420-549</b>	Junk Vehicle Verification, Notification and Affidavit

**SECTION 4**

**WASHINGTON LAWS AND RULES**

Here are the links to the Washington State Hulk Hauler/Scrap Processor Laws and Rules. To access them, just “click” on the desired Law (RCW) or Rule (WAC), in **RED** below.

<b>RCW</b>	<b>WAC</b>
<b><a href="#">43.21C</a></b>	<b><a href="#">308-63-020</a></b>
<b><a href="#">46.16.237</a></b>	<b><a href="#">308-65-010</a></b>
<b><a href="#">46.55.010</a></b>	<b><a href="#">308-65-020</a></b>
<b><a href="#">46.55.230</a></b>	<b><a href="#">308-65-030</a></b>
<b><a href="#">46.79</a></b>	<b><a href="#">308-65-040</a></b>
<b><a href="#">46.79.010</a></b>	<b><a href="#">308-65-050</a></b>
<b><a href="#">46.79.020</a></b>	<b><a href="#">308-65-060</a></b>
<b><a href="#">46.79.030</a></b>	<b><a href="#">308-65-070</a></b>
<b><a href="#">46.79.040</a></b>	<b><a href="#">308-65-080</a></b>
<b><a href="#">46.79.060</a></b>	<b><a href="#">308-65-090</a></b>
<b><a href="#">46.79.070</a></b>	<b><a href="#">308-65-110</a></b>
<b><a href="#">46.79.080</a></b>	<b><a href="#">308-65-120</a></b>
<b><a href="#">46.79.090</a></b>	<b><a href="#">308-65-130</a></b>
<b><a href="#">46.79.120</a></b>	<b><a href="#">308-65-140</a></b>
<b><a href="#">46.80.010</a></b>	<b><a href="#">308-65-150</a></b>
	<b><a href="#">308-65-160</a></b>
	<b><a href="#">308-65-170</a></b>
	<b><a href="#">308-65-180</a></b>